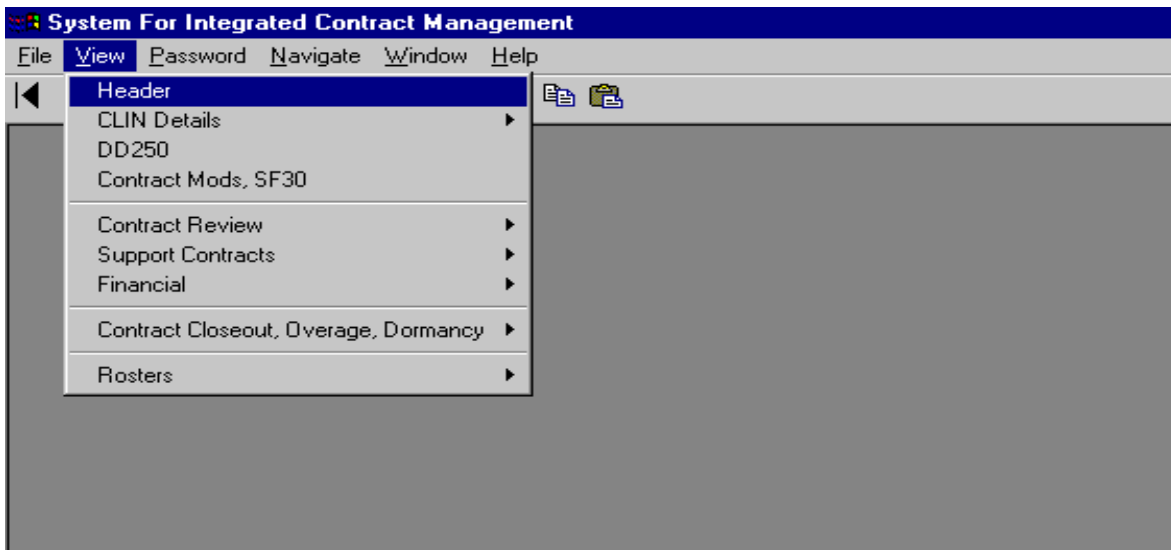


Chapter 2



Contract Header

2.0 Contract Header



Contract Header

The purpose of the Contract Header is to provide the user with a data entry form from which to enter the contract level details related to those contracts for which one or more Contract Administration Services (CAS) functions have been delegated.

The definition and function of each data entry field is described in the following pages by Reference Number and Field Name. Notifications of specific data entry requirements, system limitations and constraints, as well as information, confirmation and error messages have all been incorporated into the system to provide the user with additional information regarding data entry and validation.

The system does, however, have some limitations. As such, it is the user's ultimate responsibility to validate and verify that the data being entered is accurate.

Fields marked with an * require an entry. Input Screens with mandatory fields indicated should not be, and in some cases cannot be SAVED without this data being entered.

2.1 Contract Header Screen

Contract Header

PIIN 1 SPIIN 2 Support No 3 RFQ/RFP/Project No 4 Date of Order* 5 Expires 6

Preaward Survey No 7 DPAS 8 Date Entered 9 Team* 10

Issued By Administered By

Code* 11 Code* 12

Contractor Facility Code

Cage* 13 Code 14

Discount Terms 16 Payment By

ACat Program 17 ACat 18

Surveillance 19 Criticality 20

Local Program 21

PIIN Flags 53

Description 22

Support Func

- ☐ QA 28
- ☐ Prod
- ☐ Pay
- ☐ Prop
- ☐ Trans
- ☐ ACO
- ☐ Eng
- ☐ Envtmt
- ☐ Safety

FOB * 29 Other Destination

Status 30

Partial Pay Rate 31

Prog/Perf Rate 32

Liquidation Rate 33

Reimb. Type 34

Reimb. DCN 35

Type/Kind* 37

Cost Contract Details

Print Form 55

NTE 54 \$0.0000

Face Value 23 \$0.0000

Obligated 24/25 \$0.0000

Liquidated 26 \$0.0000

Unliquidated 27 \$0.0000

PIIN Selection List

Piin dodaac	Piin...	Piin ...	Piin serial	Spiindo	Support	Close stat
DAAE07	39	C	0001			

Show: All

OK Cancel

After initial entry, the PIIN Selection List is used consistently throughout the application as the preferred method for selecting the contract for which the user enters associated data.

2.2 Contract Header Description of Fields

1. **PIIN * (Procurement Instrument Identification Number)** – For initial contract entry, press F5 to clear the field, and type in the number as outlined below. To recall an existing contract, select from the selection list, or press F5 and enter the prime DoD PIIN number in these four fields:

- 1st field – Enter the six digit alpha/numeric department/agency issuing office DoD Activity Address Code (DoDAAC) (i.e. – DAAE07)
- 2nd field – Enter the two digit numeric contract fiscal year (i.e. - 99)
- 3rd field – Enter the one digit alpha type of instrument code (i.e. – C)
- 4th field – Enter the four digit alpha/numeric serial number (i.e. – 1234)

NOTE: You must tab to each of the 4 fields. Do not enter dashes. Do not enter alpha O's - use zeroes. Enter only DoD Prime contract PIINs.

Refer to Section 2.5.3 (Non-DOD Contracts) for specific NASA contract format.

2. **SPIIN (Supplementary PIIN)** – If applicable, enter the DoD Prime SPIIN calls or orders under:
 - Contracts
 - Basic Ordering Agreements
 - Blanket Purchase Agreements
 - Indefinite Delivery
3. **Support No.** – Enter one of the following numbers which is most applicable:
 - a. Subcontract or Purchase Order of the subcontract delegation
 - b. The non-DoD Prime Contract Number
 - c. The number of the Foreign CAS delegation assigned by the International Logistics Office (ILO)

NOTE: No formatting of any type should be entered. Do not enter dashes. If your Theater's CAO has been assigned prime contract administration of a contract, the support field should not be populated – it must remain blank.

4. **RFQ/RFP/Project Number (Request for Quotation/Request for Proposal/Project Number)** - If identified, enter the number authorizing the purchase.
5. **Date of Order*** – Enter the effective date of the order. The date should be entered as MM/DD/YYYY, however, your windows date format default should apply.

2.2 Contract Header (continued)

- 6. Expires** – Enter the date which the Basic Ordering Agreement (BOA) or Indefinite Delivery Contract expires. May be used to establish support completion date.
- 7. Preaward Survey Number** – If shown or known, enter the preaward survey number.
- 8. DPAS (Defense Priorities and Allocation System)** – Enter the first four positions (without dashes) of the rated order indicator rating (DO or DX rating). Refer to FAR Part 11.7.
- 9. Date Entered** – This is a system generated field with the date the contract header is entered.
- 10. Team*** – Enter or select the appropriate Theater Team symbol who is responsible for administering (working on) the contract or delegation.
- 11. Issued By*** – Enter the DoDAAC number of the contract issuing office or delegator's office. If the DoDAAC number has already been entered into the *Issuing Roster* (Refer to Chapter 10), the issuing office name and address will automatically be populated in this field. If the DoDAAC number is not in the roster, you must go to the roster screen (**V**iew, **R**osters, **I**ssuing Office) to enter the DoDAAC number, and activity name and address. *Refer to Section 2.5 of this chapter for instructions on how to enter contracts and delegations.*
- 12. Administered By*** – Enter the DoDAAC number of the contract administration office. If the DoDAAC number has already been entered into the *Administration Office Roster* (Refer to Chapter 10), the issuing office name and address will automatically be populated in this field. If the DoDAAC number is not in the roster, you must go to the roster screen (**V**iew, **R**osters, **A**dministration Office) to enter the DoDAAC number, and activity name and address.
- 13. Contractor*** - Enter the Contractor and Government Entity (CAGE) code of the prime contractor. If the Contractor CAGE number has already been entered into the *Contractor Roster* (Refer to Chapter 10), the prime contractor name and address will automatically be populated in this field. If the Contractor CAGE code is not in the roster, you must go to the roster screen (**V**iew, **R**osters, **C**ontractor) to enter the CAGE number, and activity name and address.

NOTE: Only Valid CAGE Codes should be entered into the system. CAOs should ensure that all codes are obtained from or registered with the Defense Logistics Support Command (DLSC) or their local NATO Cage Code assignment activity.

2.2 Contract Header (continued)

- 14. Facility Code** - Enter the Contractor and Government Entity (CAGE) code of the prime contractor facility where the work is to be performed or the subcontractor CAGE. If the Facility Code is blank on the contract, this indicates it is the same as the Contractor Code, and should not be input into SICM but left blank. If the Facility CAGE number has already been entered into the *Facility Roster* (Refer to Chapter 10), the contractor name and address will automatically be populated in this field. If the Facility CAGE code is not in the roster, you must go to the roster screen (**V**iew, **R**osters, **F**acility) to enter the CAGE number, and activity name and address. Questions concerning CAGE codes should be referred to your Administrative Contracting Officer (ACO).
- 15. Payment By*** - Enter the DoDAAC of the payment office for prime contracts. If the DoDAAC number has already been entered into the *Payment Office Roster* (Refer to Chapter 10), the payment office name and address will automatically be populated in this field. If the DoDAAC number is not in the roster, you must go to the roster screen (**V**iew, **R**osters, **P**ayment Office) to enter the DoDAAC number, and activity name and address. If entering a Support Contract for which the payment function has not been delegated, select NONE from the selection list.
- 16. Discount Terms** - Enter the discount terms, if any, from prime contract. This field should only be populated for contracts where your CAO has been assigned prime contract administration.
- 17. ACAT Program** - Select the applicable, if any, Acquisition Category (ACAT) program. This field will be populated with only those ACAT programs reflected in PLAS by the SICM System Administrator. Only those programs contained in PLAS should be included in the selection list.
- 18. ACAT** - Select the appropriate ACAT level identified in the contract - 1, 2, 3 or 4.
- 19. Surveillance** - Select the appropriate surveillance category specified in the contract - 1, 2 or If you need assistance in this area, contact your industrial specialist. This field should only be populated for prime contracts and support delegations requiring production surveillance.
- 20. Criticality** - Select the appropriate criticality designator as specified in the contract - A, B, or C. If you need assistance in this area, contact your industrial specialist or refer to DFARS Subpart 242.11. This field should only be populated for prime contracts and support delegations requiring production surveillance.

2.2 Contract Header (continued)

- 21. Local Program** - Select the applicable, if any, Local Program. This field will be populated with only those Local Programs reflected in PLAS by the local SICM System Administrator. Only those local programs contained in PLAS should be included in the selection list.
- 22. Description** – This field can be used for local purposes (e.g. identifying accelerated delivery requests, identifying ACO UCA's, etc). Each Theater should develop local instructions for the use of this field.
- 23. Face Value** – For A, D, G and H type contracts, enter the Face Value (or ceiling limit) noted in the contract document. For orders or calls under these types of contracts, leave "Blank". For all other prime contracts, enter the total value of the contract. For support delegations, enter the total value of the subcontract or enter the total value of the delegation.
- 24. Obligated** – This field is system generated by the Obligated Amount entered in the CLIN Details screens. Should reflect the total funds obligated on the contract.
- 25. Total Orders Obligated** – *This field title will APPEAR in place of Obligated when an A, D, G or H type Contract Header is SAVED. The system will populate this field with the accumulated amount of Total Funds Obligated, base on the individual Order amounts entered in the CLIN Details screen against the associated A, D, G or H type contract.*
- 26. Liquidated** – This field is system generated based on the amount of funds disbursed through the Voucher screen. The difference between the Liquidated amount and the Obligated amount is the Unliquidated balance.
- 27. Unliquidated** – This field is system generated. It should reflect the difference between the obligated and liquidated amounts.
- 28. Delegation Function Field** – This field must be populated for all support delegations (i.e. where prime contract administration is another CAO). Identify each Contract Administration Service (CAS) function delegated by “clicking” on the box next to the listed function. Functions include:
- **QA**-Quality Assurance
 - **Prod**-Production Surveillance
 - **Pay**-Payment
 - **Prop**-Property Administration
 - **Trans**-Transportation
 - **ACO**-Contract Administration
 - **Eng**-Engineering
 - **Envmt**-Environmental Safety
 - **Safety**-Contract Safety

2.2 Contract Header (continued)

29. FOB* – Select the appropriate Free on Board (FOB) contract terms – either Other or Destination.

30. Status – The Status field describes the current activity condition of a contract. The field will remain blank for active contracts and delegations. This field is system generated with the following remarks:

1593 – for prime contracts which are physically complete (all items delivered).

1593Dmmt – for physically complete prime contracts which are identified as dormant.

1593Over – for physically complete prime contracts which are overage. Will be populated based on DD1593 date and will be displayed **after** the system runs the OverAge Report utility. Refer to Chapter 15, Section 15.2.

1594 – for prime contracts which are ACO closed.

Closed – for completed delegations

Dormant – for contracts in a dormant status

31. Partial Pay Rate – Complete only if partial payments are authorized under the prime contract. Refer to FAR Part 32. Enter the rate as a whole number, i.e. 80% should be entered as 80.0 and not .80.

32. Prog/Perf Rate - Complete only if progress payments or performance based payments are authorized under the prime contract. Enter the rate specified in the contract. Enter the rate as a whole number, i.e. 80% should be entered as 80.0 and not .80.

33. Liquidation Rate – Complete only if progress payments are authorized under the prime contract. Enter the liquidation rate specified in the contract. Refer to FAR Part 32. Enter the rate as a whole number, i.e. 80% should be entered as 80.0 and not .80. This field should be used if the ACO approves an Alternate Liquidation Rate in accordance with FAR Part 32.503-9.

34. Reimbursable Type – If contract or delegation is reimbursable, select the appropriate agency. See your Theater Reimbursable monitor for assistance. Selections include:

DOE (Department of Energy)

DOT (Department of Transportation)

FAA (Federal Aviation Administration)

NAMSA (NATO Maintenance and Supply Agency)

NASA (National Aerospace Administration)

NSF (National Science Foundation)

STATE (Department of State)

TREAS (U.S. Treasury Department)

2.2 Contract Header (continued)

35. Reimbursable DCN - If the contract is reimbursable, enter the Reimbursable Document Control Number (DCN) assigned. Contact your Theater's reimbursable monitor to obtain the DCN.

36. Type/Kind* Button – This button will open the Type/Kind screen. This screen must be populated for every contract header entry. Select one contract instrument (refer to DFARS subpart 204.70), one contract kind, and one contract type. The letter or number associated with the instrument, kind, and type will be populated in the appropriate field in the bottom right hand corner of the screen. After an instrument, kind and type have been selected and are displayed in this field, depress the “Save” button to save the record. For assistance in determining what should be entered into these fields, contact the ACO. Refer to Section 2.3, Contract Header Type and Kind, for Type/Kind screen view and contract kind guidelines.

37. Instrument/Type/Kind Display - This field is system populated with the type and kind of contract selected in the Type/Kind selection screen. The Over Days field is system populated based upon the time restraints for the closing of a particular type of contract. The user can enter or select a PIIN, SPIIN and/or Support Number from this screen as well.

38. Cost Contract Details Button - The purpose of this button is to provide access to the Cost Details input screen. This input form is used for entry of all Cost and Fee information related to Cost Type contracts. Refer to Section 2.4, Cost Contract Details, for field definitions, Paragraphs 39 through 52.

Note: The Cost Details input screen is not included in the tabbing sequence of the Contract Header screen. If Cost Details need to be entered, first SAVE the Contract Header (using the Save Icon or the F2 Function Key), and then click on the Cost Details button to open the input screen. The Cost Details screen is SAVED as you click on the OK button.

53. PIIN Flags - This field will be populated with an “M” to identify those contracts that have been migrated from DataFlex to the new Oracle database structure.

The use of additional codes will be defined, as required, and identified to all system users when incorporated.

54. NTE - Not To Exceed - Use this field to enter the **Not To Exceed** dollar amount that has been identified for an **Undefinitized** contract.

55. Print Form - Use this button to generate an abstract of the Contract Header Screen.

The Contract Header Screen is SAVED by using the Save Icon or the F2 Function Key.

2.3 Contract Header Type and Kind*

Contract Header

PIIN: [] [] [] [] SPIIN: [] Support No: [] RFQ/RFP/Project No: [] Date of Order*: [] [] [] Expires: [] [] []

Preaward Survey No: [] DPAS: [] Date Entered: 8/20/99 Team*: [] FOB*: ☒ Other ☐ Destination Status: []

Issued By: [] Code*: [] Administered By: [] Code*: []

Contractor: [] Cage*: [] Facility Code: [] Code: []

Discount Terms: [] Payment By: [] Code*: []

ACat Program: [] ACat: [] Surveillance: [] Criticality: [] Local Program: [] PIIN Flags: [] Description: []

Support Func: ☐ QA ☐ Prod ☐ Pay ☐ Prop ☐ Trans ☐ ACO ☐ Eng ☐ Envmt ☐ Safety

Partial Pay Rate: [] Prog/Perf Rate: [] Liquidation Rate: [] Reimb. Type: [] Reimb. DCN: []

Type/Kind*: [] [] [] Cost Contract Details: []

Print Form: []

NTE: [] \$0.0000
Face Value: [] \$0.0000
Obligated: [] \$0.0000
Liquidated: [] \$0.0000
Unliquidated: [] \$0.0000

Type and Kind

Instrument

- A Purchase Agreements**
- B Invitations for Bid
- C Contracts Including Letter Contracts, Incorporate BOAs, providing Subs Prov. Excl Indef Del Type
- D Indefinite Delivery Type Contracts/Blanket Ordering Agreement Dept/Agency or Against Contract Place
- E Facilities
- F Delivery Orders Placed With or Through Other Government Agencies
- G Basic Ordering Agreements
- H Agreements Including Basic Agreements
- L Lease Agreement

Kind

- 1 Supply Contracts and Orders Contract
- 2 Research and Development Contract
- 3 System Acquisition Contract
- 4 Not Used
- 5 Maintenance Contract
- 6 Service Contract
- 7 Facilities Contract
- 8 Undefined Letter Contract
- 9 Unpriced Orders Against BOA

Type

- A Fixed Price Redetermination - Type A
- B Fixed Price Redetermination - Type E
- C Fixed Price Redetermination - Other
- J Firm Fixed Price
- K Fixed Price With Economic Price
- L Fixed Price Incentive (with perf. incentive)
- M Fixed Price Incentive (without perf. incentive)
- R Cost Plus Award Fee
- S Cost

1. PIIN: [] SPIIN: [] Support No: [] Inst-Kind-Type: [A] [1] [A] Over Days: [] OK: []

CONTRACT KIND GUIDELINES

HOW DO I KNOW ONE WHEN I SEE IT?

The contract kind reflects the basic intent of the contract such as the procurement of supplies, research, maintenance, etc. It is best described by the type of commodity or service being offered. There are several ways to determine the kind of contract being worked on.

The first way to identify the kind of contract is to review the face page of the contract for the contract kind designator. If not there, then review the “Schedule of Supplies/Services”, end item description, or terms and conditions of the contract:

- Supply Contract and Priced Order (MOCAS Kind Code 1): e.g., gear, parts, repair kits, caps, boots, components, spares, weapons subsystem; Generally supply contracts are fixed-priced.
- Research & Development Contract (MOCAS Kind Code 2): e.g., contractor design, development, testing, prototype, research and data; Generally research & development contracts are cost-type.
- Facilities Contract (MOCAS Kind Code 7): e.g., building, equipment rental, maintenance of facilities; Ninth position of PIIN will always be an “E”. Many times a facilities contract is issued to support a major system acquisition. In these instances, the contract kind would still be recorded as a facilities contract, and not as a system acquisition contract.
- Unpriced Letter Contract (MOCAS Kind Code 8): e.g., looks like a letter and serves as a “pre” contract for the contractor to begin work, when negotiating a definitive contract is not possible. **Note: Will be recoded to another contract kind after definitization.**
- Unpriced Order against BOA (MOCAS Kind Code 9): e.g., identified by the words “unpriced”, “monetary limitation”, etc. All prices and schedules will be input as estimated. All unpriced purchase orders and call orders should be entered as Kind Code 9 and R9 Remark Code 6. **Note: Will be recoded to another contract kind after definitization but the R9 Remark will remain.**
- BOA/IDIQ (Other) (MOCAS Kind Code 0): e.g., Basic Ordering Agreement; Ninth position of PIIN will be an “A” or “G”, with no orders (SPIINs) against it. Indefinite Delivery/Indefinite Quantity contract; Ninth position of PIIN will be a “D”, with no orders (SPIINs) against it - also called a requirements contract.

CONTRACT KIND GUIDELINES

HOW DO I KNOW ONE WHEN I SEE IT?

- Subcontract/Delegation: e.g., any subcontract work that is in support of a prime at another DCMC location; prime delegations for support, e.g., QA-only, Property-only, etc. This contract kind should be used only when performing the actual support activities. Time spent issuing delegations (Process Code 091 - Subcontract Management) should be recorded under the applicable MOCAS contract kind of the prime contract.
- Not Specific to One Contract: e.g., the work being performed applies to multiple contracts covering multiple contract kinds, such as review of contractor common processes, review of rate factors, monitoring of costs, technical system reviews, safety, and administrative high-volume items (DD 250 input, abstract review).
- System Acquisition Contract (MOCAS Kind Code 3): e.g., major systems (SADARM, V-22 OSPREY, AMRAAM, JSTARS, TITAN IV, etc.) DoD ACAT I and II Programs; Generally total expenditures are estimated to be greater than \$115 million. Only prime contracts in support of a major system should be recorded as a system acquisition contract. If the work being performed is for a subcontract or delegation in support of a major system, the contract kind should be recorded as a subcontract/delegation.
- Maintenance Contract (MOCAS Kind Code 5): e.g., repair, overhaul
- Service Contract (MOCAS Kind Code 6): e.g., engineering/consulting services; Generally the primary purpose is to perform an identifiable task rather than to furnish an end item of supply.

2.4 Cost Contract Details

Contract Header

PIIN: [] [] [] [] SPIIN: [] Support No: [] RFQ/RFP/Project No: [] Date of Order*: [] [] [] Expires: [] [] []

Preaward Survey No: [] DPAS: [] Date Entered: 8/20/99 Team*: [] FOB*: ☒ Other ☐ Destination Status: []

Issued By: [] Code*: [] Administered By: [] Code*: []

Contractor: [] Cage*: [] Facility Code: [] Code: []

Discount Terms: [] Payment By: [] Code*: []

ACat Program: [] ACat: [] Surveillance: [] Criticality: [] Local Program: [] PIIN Flags: [] Description: []

Support Func: ☐ QA ☐ Prod ☐ Pay ☐ Prop ☐ Trans ☐ ACO ☐ Eng ☐ Envmt ☐ Safety

Partial Pay Rate: [] Prog/Perf Rate: [] Liquidation Rate: [] Reimb. Type: [] Reimb. DCN: [] Type/Kind*: [] [] []

38 Cost Contract Details

Print Form

NTE: [] \$0.0000
Face Value: [] \$0.0000
Obligated: [] \$0.0000
Liquidated: [] \$0.0000
Unliquidated: [] \$0.0000

Cost Details

PIIN: [] [] [] [] SPIIN: [] Support No: []

Costs Ceiling: [] **39** Cost Rate: [] **40**

Costs: [] **41**

Paid Cum: [] **42**

Billed Cum: [] **43**

Costs WH: [] **44**

Fees Ceiling: [] **45**

Fees: [] **47** Fee Rate: [] **46**

Paid Cum: [] **48**

Billed Cum: [] **49**

Fees WH: [] **50**

Contract Total WH: [] **51**

52 OK

Cancel

2.4 Cost Contract Details (continued)

39. Cost Ceiling - Enter the total cost ceiling or estimate for all Cost type CLINs within the contract. This amount will be further defined in the CLIN Details Order Tab where the CLIN level details are entered.

40. Cost Rate - Enter the Cost Limitation or Withholding rate for Cost reimbursement contracts with no fee. This limitation, as prescribed in FAR 16.307(e), is to provide the Contracting Officer a mechanism to set aside a reserve, after payment of 80% of the costs, to protect the governments interest.

41. Cost - This field is system populated based on the Cost Ceiling amount multiplied by the Cost Rate. This amount is to provide the user visibility of the Cost funds available for payment without exceeding the limitations.

42. Paid Cumulative - This field is system populated based on the cumulative amount of Costs paid through the Financial Screen Cost Voucher Tab.

43. Billed Cumulative - This field is system populated based on the cumulative amount of Costs billed through the Financial Screen Cost Voucher Tab.

44. Costs Withhold - This field is system populated based on the difference between the Paid Cumulative and Billed Cumulative totals.

45. Fee Ceiling - Enter the total fee ceiling or estimate for all fee type CLINs within the contract. This amount will be further defined in the CLIN Details Order Tab where the CLIN level details are entered.

46. Fee Rate - Enter the Fee Limitation or Withholding rate for Cost reimbursement contracts with fee. This limitation, as prescribed in FAR 16.307(b), is to provide the Contracting Officer a mechanism to set aside a reserve, after payment of 85% of the fee, to protect the governments interest.

47. Fee - This field is system populated based on the Fee Ceiling amount multiplied by the Fee Rate. This amount is to provide the user visibility of the Fee funds available for payment without exceeding the limitations.

48. Paid Cumulative - This field is system populated based on the cumulative amount of Fees paid through the Financial Screen Cost Voucher Tab.

49. Billed Cumulative - This field is system populated based on the cumulative amount of Fees billed through the Financial Screen Cost Voucher Tab.

50. Fees Withhold - This field is system populated based on the difference between the Paid Cumulative and Billed Cumulative totals.

2.4 Cost Contract Details (continued)

51. Contract Total Withhold - This field is system populated based on the combination of the Cost Withhold and Fee Withhold fields. This information provides the Contracting Officer visibility of this important payment information.

52. OK Button - Mouse Click on the OK button to SAVE the data entered on the Cost Contract Details Screen.

Note: Even though the Cost Contract Details Screen data has been SAVED using the OK Button, the Contract Header Screen will still need to be SAVED using either the Save Icon or the F2 Function Key, IF it is the initial entry of that contract.

If the Cost Contract Detail entries were the last entries made prior to the SAVE of the initial Contract Header Screen, neither the Save Icon or F2 Function Key will trigger the Confirmation Message: “Save this Record?”, even though the system HAS SAVED the record.

2.5 How to Enter Contracts and Delegations

Prime DoD contracts need to be entered into SICM differently than support delegations and Non-DoD contracts. The following supplemental instructions should be used to enter these different types of contractual instruments. Note that only the fields where input varies are referenced below. All other applicable contract header fields should be completed.

1. DoD Prime Contracts - CAO Assigned Administration:

- a. PIIN/SPIIN – Enter the DoD prime PIIN and SPIIN (if applicable).
- b. Support Number – THIS FIELD MUST REMAIN BLANK.
- c. Date of Order – Enter the effective date of the contract.
- d. Issued By – Enter the DoDAAC of the Issuing Office (Procurement Office).
- e. Administered By – Enter the appropriate CAO DoDAAC.
- f. Contractor – Enter the CAGE code of the Prime Contractor.
- g. Facility – If identified, enter the CAGE of the Prime Contractor's facility.
- h. Payment By – Enter the DoDAAC of the payment office.
- i. Face Value - For A, D, G and H type contracts, enter the Face Value (or ceiling limit) noted in the contract document. For orders or calls under these types of contracts, leave "Blank". For all other Prime Contracts, enter the total value of the contract.
- j. Expires - For Basic Ordering Agreements, Blanket Purchase Agreements, or Indefinite Delivery contracts, enter the expiration date. For all other contracts, leave blank.
- k. Delegation Function Field – Leave blank.

1.A. How to enter a BOA:

1. Open a NEW Contract Header Screen.
2. Enter the BOA Contract Number in the PIIN fields.
3. Enter all applicable BOA level Contract Header Details.
4. Save the new BOA Header record.

1.B. How to enter a Delivery Order against a BOA:

1. Open a NEW Contract Header Screen.
2. Begin by entering the BOA Contract Number in the PIIN fields. As you tab past the "Serial" field of the PIIN and enter the SPIIN field, the BOA level Contract Header Details will be pulled in. Enter the Delivery Order Number in the SPIIN field. The system will prompt the user with the following QUESTION message:

**Delivery Order does not exist.
Would you like to create one?**

**Please select and save "Type and Kind"
After completing the new D.O.**

YES NO

3. Mouse Click on "Yes".
4. Enter Date of Order.
5. Modify any of the BOA level details, if required.
6. Enter Type and Kind.
7. Save the new Delivery Order against a BOA.

2. Subcontract Delegations:

- a. PIIN/SPIIN – **Enter** the associated DoD Prime Contract PIIN and SPIIN. When several prime contract numbers are referenced on a purchase order/subcontract, if possible, select the prime contract number with the predominance of effort. If a support delegation does not reference a prime PIIN, or applicable portions of the prime contract are not provided, teams **must** contact the DCMC delegator to obtain this information **BEFORE** entering the delegation into SICM.
- b. Support No. – **Enter** the subcontract or purchase order number. **THIS FIELD MUST BE POPULATED.** SICM 4.0 tracks support contracts by this data field.
- c. Date of Order – Enter the effective date or issued date of the subcontract/purchase order.
- d. Issued By – Enter the DoDAAC of the DCMC requesting office (i.e. the DCMC office sending the delegation).
- e. Administered By - Enter your appropriate CAO DoDAAC code.
- f. Contractor – Enter the CAGE of the Prime Contractor.
- g. Facility Code – Enter the CAGE of the Subcontractor (i.e. contractor whom your CAO is monitoring).
- h. Payment By – Not applicable unless we have been delegated the contract administration and payment functions.
- i. Face Value – Enter the total U.S. \$ value of the subcontract/purchase order, or the total value of the delegation.
- j. Expires – Enter the date of the last scheduled delivery under the subcontract/purchase order.
- k. Delegation Function Field – Select the functions delegated.

2.A. How to enter a QA Only Support Contract:

1. Contract Header Details: Enter as a Support Contract – Identify associated Prime Contract in PIIN field, enter Purchase Order Number, Letter of Delegation, Letter of Instruction, or whatever other UNIQUE number identifier you have available to identify this delegated workload in the Support No. field. Also identify “QA” as the Support Function that is required by this delegation.
2. CLIN Details: Enter the CLIN Header Details and the applicable Block 19 information. Enter an Order Quantity ONLY, on the Order Tab, IF QUANTITIES AND SHIPMENTS NEED TO BE TRACKED. Since this is a support contract, no monies can be obligated, so no Unit Price should be entered. Quantities entered into the Order Tab will be depleted when associated DD250 documents are entered to accept those quantities. OR (in the case where no DD250 to accept is required by the contract, and NO DD250 TO ACCEPT block was selected from the CLIN Footer Details during initial Contract CLIN entry), when these quantities are accepted by selecting the Accepted block from the CLIN Footer Details.

NOTE: If quantities and shipments DO NOT need to be tracked, no information on the Order Tab needs to be entered, as no accountability is required. However, the CLIN Header Details and applicable Block 19 information should be entered.

3. “Close” the support contract using the Support Close screen.

2.B. How to enter a Production Surveillance Support Contract:

1. Contract Header Details: Enter as a Support Contract – Identify associated Prime Contract in PIIN field, enter Purchase Order Number, Letter of Delegation, Letter of Instruction, or whatever other UNIQUE number identifier you have available to identify this delegated workload in the Support No. field. Also identify “Prod” as the Support Function that is required by this delegation.
2. CLIN Details: Enter the CLIN Header Details and the applicable Block 19 information. Enter an Order Quantity ONLY. Since this is a support contract, no monies can be obligated, so no Unit Price should be entered. IN ORDER TO ENTER A SCHEDULE, YOU MUST HAVE AN ASSOCIATED ORDER ENTERED. Then enter the schedule associated with that order.
3. Production status reports can be developed to pull this Support Contract data.
4. Support Contract Schedules WILL NOT be tracked by the system for delinquency, and will not be affected by the Delinquency Utility that is run daily by your CAO server scheduler.
5. “Close” the support contract using the Support Close screen.

2.C. How to enter a Support Delegation for a Delivery Order against a BOA:

1. **DO NOT ENTER THE BOA FOR A SUPPORT DELEGATION**
2. Open a NEW Contract Header Screen.
3. Enter the BOA Contract Number in the PIIN field.
4. Enter the Delivery Order Number in the **SUPPORT NO. field.**
5. Continue entering as any other Support Contract. Make sure to enter the Support Function required by this delegation, to include CLIN Details as applicable, and “Close” using the Support Close screen.

2.D. Bulk Fuels Delivery Process:

1. Enter each 1155 fuels delivery that is received against that (Support) BOA as a Support Contract – NOT as a delivery order against a BOA. Make sure that the applicable Support Function is identified on the Contract Header.
2. Enter CLIN Details. Make sure to identify the Variation in Quantity authorized by the contract.
3. Enter the quantity ordered for that delivery (in gallons) as the “Quantity” in the Order Tab. **DO NOT COMPLETE ANY OTHER ENTRIES.** (Support contract – no monies / Obligated Values apply).
4. When the DD250-1 document is received, enter the ACTUAL amount of product delivered (in gallons). This quantity will be deducted from the ordered quantity (accounting for the variation previously identified) and a quantity balance will remain..
5. “Close” the support contract using the Support Close screen.

Variation 1 - Process Under Review:

1. Enter a CLINBOA “BOA0001” for the POTENTIAL quantity that can be ordered against that particular CLIN. Taken from the (Support) BOA document.
2. Complete Steps 1 thru 3 as identified in process outline 2.D.
3. The shipped quantity **MUST ALSO BE DEDUCTED** from the CLINBOA so that a Potential Qty Balance Remaining can be determined. To do this, enter the DD250-1 document against the CLINBOA as well.
4. "Close" the support contract using the Support Close screen.

2.E. Into-Plane Data Entry Process:

1. Contract Header Details: Enter as a Support Contract – Identify associated Prime Contract in PIIN field, enter Purchase Order Number, Letter of Delegation, Letter of Instruction, or whatever other UNIQUE number identifier you have available to identify this delegated workload in the Support No. field. Also identify “QA” as the support function that is required by this delegation.
2. CLIN Details: ENTER A SEPARATE CLIN FOR EACH INTO-PLANE AUDIT THAT NEEDS TO BE PERFORMED. Enter the CLIN Header Details and the applicable Block 19 information. Enter an Order Quantity of 1 ONLY, on the Order Tab. Since this is a support contract, no monies can be obligated, so no Unit Price should be entered. From the CLIN Footer Details, select the NO DD250 TO ACCEPT block.
3. Enter a schedule for the audit, if you wish to track the performance of that audit requirement. A production status report can be executed to monitor this schedule for performance. However, the report selection criteria MUST include Support Contracts. Support Contract Schedules WILL NOT be tracked by the system for delinquency, and will not be affected by the Delinquency Utility that is run daily by the CAO server scheduler.
4. When this audit is performed, accept the associated Order Quantity of 1 by selecting the Accepted block from the CLIN Footer Details.
5. “Close” the support contract using the Support Close screen.

3. Non-DoD Contracts:

- a. PIIN/SPIIN – Leave this field blank.
- b. Support No. – Enter the Non-DoD (i.e. DOE, U.S. Postal Service, etc) contract number. For NASA contracts, enter the Purchase Order Number.
- c. Date of Order – Enter the effective date of the contract.
- d. Issued By – Enter the DoDAAC of the Non-DoD procuring office/issuing activity as shown on the contract.
- e. Administered By – Enter the DoDAAC of the Non-DoD contract administration office as shown on the contract.
- f. Contractor – Enter the CAGE (Contractor Name and Address) of the Prime Contractor as shown on the contract.
- g. Facility – Enter the CAGE of the Prime's facility, if applicable.
- h. Payment By – Not applicable unless delegated the payment function.
- i. Face Value – Enter the total U.S. \$ value of the contract.
- j. Expires – Enter the date of the last scheduled delivery under the contract.
- k. Delegation Function Field – Select the function delegated.

3.A. How to enter a NASA Contract:

1. Enter a NASA contract just like a **Support Contract**, except follow the unique NASA Contract entry format for the PIIN/SPIIN, as a standard NASA Contract Number does not fit the PIIN/SPIIN field requirements:

Example NASA Contract Number: NAS 9 15500

Enter in the following PIIN/SPIIN format: DoDAAC Field - NAS009
FY Field – Leave Blank
Contract Type – Leave Blank
Serial – Leave Blank
SPIIN – 15500

2. In the Support No. field enter the applicable Purchase Order Number.
3. Select NASA as the Reimbursable Type field on the Contract Header.

3.B. How to enter a Coast Guard Contract:

1. Enter a Coast Guard contract just like a **Support Contract**, except follow the unique Coast Guard entry format for the PIIN/SPIIN, as a standard Coast Guard Contract Number does not fit the PIIN/SPIIN field requirements:

Example Coast Guard Contract Number: DTCG38-99-D-H00004
D.O. Number – DTCG38-99-F-H90401

Enter in the following PIIN/SPIIN format: DoDAAC - DTCG38
FY – 99
Contract Type – D
Serial – Select ANY 4 of the 6 characters
from the Coast Guard Serial Field.
SPIIN – Leave Blank

2. Enter the FULL 15 character Coast Guard Contract Number in the Description field (Field 22) of the Contract Header screen.
3. In the Support No. field (maximum character length is 13), enter the D.O. Number in a similar unique format: CG99FH90401
4. Select DOT as the Reimbursable Type field on the Contract Header.

4. DoD Prime Contracts - Full Administration not Delegated:

- a. PIIN/SPIIN – Enter the Prime contract number.
- b. Support No. – Leave blank.
- c. Date of Order – Enter the effective date of the contract.
- d. Issued By – Enter the DoDAAC of the Issuing Office (Procurement Office) as shown on the contract.
- e. Administered By – Enter the DoDAAC of the contract administration office as shown on the contract.
- f. Contractor – Enter the CAGE of the Prime Contractor as shown on the contract.
- g. Facility – Enter the CAGE of the Prime's facility, if applicable.
- h. Payment By – Not applicable unless delegated the payment function.
- i. Face Value – Enter the total U.S. \$ value of the contract.
- j. Expires – Enter the date of the last scheduled delivery under the contract.
- k. Delegation Function Field – Select the function delegated.

5. Automatic Delegations:

(Where CAS is delegated to another CAO, yet an Automatic Delegation to your CAO is contained in the contract)

- a. PIIN/SPIIN – **Enter** the DoD prime PIIN and SPIIN.
- b. Support Number – Since this is actually a support contract, this field **MUST BE POPULATED**. SICM 4.0 tracks support contracts by this data field. **Enter** either the PIIN/SPIIN again, OR enter the words: **Auto Delegate**

Note: For migrated contracts, this field will be populated with: **Support**

- c. Date of Order – Enter the effective date of the contract.
- d. Issued By – Enter the DoDAAC of the DCMC CAO which delegated the support effort.
- e. Administered By – Enter the DoDAAC of the CAO which was delegated the support function.
- f. Contractor – Enter the CAGE code of the U.S. Prime Contractor.
- g. Facility – Enter the CAGE of the facility where the work is being performed (place of performance).
- h. Payment By – Enter the DoDAAC of the payment office as shown on the contract.
- i. Face Value – Enter the total U.S. \$ value of the contract.
- j. Expires – Leave blank.
- k. Delegation Function Field – Select the appropriate CAS function which was delegated.